

Sam Houston State University
Department of Mass Communication
TV Studio Production (Credit 3)
Fall 2007 Syllabus

Course: MCM 373	Instructor: Richard O. Kosuowei
Class Meets: 9:00 - 10:50 am TTH	Office: CB #207
Class Room: 105	Phone: 936-294-1340
Section: 01	E-Mail: rok002@shsu.edu

Office Hours: MW: 9: 00 – 10: 30AM / 12: 00 AM – 12: 30 PM & TH: 11:00 AM – 12:00PM

Prerequisites: MCM 171 or RTV 264 & MCM 271 or RTV 163.

Required Textbook: Zettl, Herbert. Television Production Handbook 9th edition.

Course Description

This course is designed for study of basic studio production techniques. Students will gain practice in directing and producing different types of in-studio television programs. This course combines lectures and practical application to help students learn about the technical elements involved in the process of television production as well as its editorial aspect. The students are expected to read the designated textbook chapters before class and participate in class discussions.

Required Supplies

- a. One (1) 60 minutes Panasonic Mini DV tape
 - b. One (1) 120 minutes VHS tape
 - c. One (1) headphone
-

Two quizzes and a practical test will be given to test the students' knowledge of what have been taught in the lectures and the practical application in the studio. There will be **four studio practical exercises** to enable students to apply what they have learnt from the textbook, the lectures and the practical application through hand-on experience. The instructor will provide s scripts and design for the four exercises, and students will take different production roles in the exercises.

There will be **no final and midterm exam**. Instead, students are required to finish **two-group** television show production projects. The groups will come up with an idea for an in-studio show, write the scripts, put together everything necessary for a **10 minutes** program using knowledge they have obtained from this class. The **two projects** will be presented to the class and to be evaluated by the class and the instructor. Sign-up sheets for the exercises and the group project will be given out during the third week.

Course Objectives

- Get familiar with terms associated with television production
 - Be proficient in operation of equipments in television production
 - Understand the responsibilities of different roles in the production team
 - Develop a strong work ethic and team work ability
 - Be able to be creative in video making
-

Grading

1. One Practical test	100	Points
2. Project One	100	Points
3. Project Two	100	Points
4. Quiz One	100	Points
5. Quiz Two	100	Points

Total	500	Points
--------------	------------	---------------

Attendance & Participation (not exceeding three [3] absences)	5	Points
--	----------	---------------

A= 90 - 100

B= 80 - 89

C= 70 - 79

D= 60 - 69

F= 50-0

The Rules

- You must attend class. You get (3) three absences without penalty. Consider these absences to be your excused absences. No notes or e-mails.
- Once class has started, you are expected to remain present until class is over.
- Attendance is taken at the start of every class period.
- Do not cheat, ever. The school has guidelines for dealing with this. I will follow these guidelines - it would be unfair to the other students not to.
- Do not eat or drink in class or around any equipment in the field.
- Participation is mandatory.
- Absolutely **no sidebar conversations** -- your participation grade drops by **15** points each time you do and you will be asked to leave.
- Make no mistake -- your participation grade and the attendance policy is not the same thing. Your participation grade is an actual grade just as an exam or a project and is averaged into your total points. The attendance policy simply leaves or removes existing points.
- **No late WORK will be accepted.** However, if certain unavoidable circumstance prevails, **the instructor MUST be notified immediately** for such situation. Upon careful consideration of such condition, the instructor will utilize his discretion to **levy 50 points penalty or NOT to accept such late work. The bottom line, DO NOT TURN IN LATE WORK.**
- If you are tardy, find a seat as quickly and quietly as possible. Do not interrupt class to find out your status on that day's roll sheet. Address it with me after class.
- Make sure you have MCM ID card for checking out equipment.
- Put all location projects on the class master tape
- **Cue all videotapes** before submitting.
- All projects must have a: 10 slate and a countdown.

All projects in the **nonlinear editing Final Cut Express workstations** must be labeled with **your name, the # of the project, kill date** and "MCM 373" or it will be erased at anytime.

Attendance policy

Student attendance is mandatory for all class sessions. Role will be taken every lesson. MWF students are allowed 3 unexcused absences in this class for the entire semester. Unexcused absence from any and each class period will result in a 5-point reduction in overall grade each time. Tardiness is not acceptable. 2 late = 1 unexcused absence. Documented medical related absences or students observing

a religious holy day as explained in Section 51.911(b) of the Texas Education Code, are exempt from this policy. These students will be expected to complete any make-up work.

Q-Drops

A Q-drop is a drop made after the last date for tuition refunds (12th class day for fall/spring; 4th class day for summer) but before the date for which a drop would result in the grade of "F" as published in the Academic Calendar. Students will be allowed no more than five Q-drops during their academic career at Sam Houston State University. Classes that are dropped prior to the Q-drop date will not count toward the limit. Students who have used their limit of five Q-drops will need to petition their respective dean to drop a class. If the dean refuses to grant permission to drop a class, a student will be required to remain in the class.

Cheating and Plagiarism:

The Faculty Handbook states that the University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. Furthermore, the University and its official representatives may initiate disciplinary proceedings against a student accused of any form of cheating on an exam or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. If you are found cheating on a test or plagiarizing, students will receive an automatic "F" for the course. If identical work is received from two or more students (that is not part of a group project), or another's work is submitted as your own, the students involved will each receive an "F" for the course. Any student who continues in this class past the 15th calendar day of the semester agrees implicitly that any and all written work is subject to review by turnitin.com and any other appropriate screening services. There will be no incompletes given without the express permission of the Chair of the Mass Communications and the Dean.

Classroom Conduct

There is to be no eating in the classroom. A bottle of water is OK. Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university **Cellular telephones and pagers must be turned off before class begins. There will be a 2-point loss from the overall grade each time this happens.** Students are prohibited from eating in class, using tobacco products, making offensive remarks, reading newspapers, sleeping, talking at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.

Visitors in the Classroom

Unannounced visitors to class must present a current, official SHSU identification card to be permitted in the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.

Americans with Disabilities Act

Students with disabilities covered by the Americans with disabilities Act should go to the Counseling Center and Services for Students with Disabilities (SSD) in a timely manner to obtain the documentation required. Students are responsible for initiating the process of documenting the need for an accommodation under the ADA act.

Religious Observance

University policy allows for student to observe religious holy days without penalty. If you intend to miss class as a result of the observance of a religious holy day or as a result of the necessary traveling time required for religious observance, such an absence will not be penalized so long as you have notified the instructor in writing of the dates and times of class sessions that are missed. The deadline for notification is the 12-class day. Students absent from class as a result of religious observance are required to submit any due assignments immediately on their return to the classroom. Makeup tests and quizzes will also be provided on return to the class.